

Secondary student use of mobile phones and personal devices

Purpose

This policy provides direction to students, staff and families about managing personal mobile phones and other digital devices that students choose to bring to school. Digital devices include, but are not limited to, smartwatches, tablets or laptops that are not part of a separate Bring Your Own Device arrangement. This policy applies while students are at school, or attending an authorised school activity such as an excursion, during school hours.

The responsible use of a mobile phone or like device with unconditional access to the internet extends beyond the school environment and is applicable at all times within the general community. At the same time, these devices can present a serious risk to student safety, wellbeing, and learning. These risks are clearly defined under the Department for Education's Legislative Framework that includes Child Protection Curriculum, WHS, and Duty of Care responsibilities of education staff outlined in the Education Act.

Mobile phone use for secondary school students

Our school recognises that there are legitimate reasons for students to bring a mobile phone or personal device to school. This may include:

- to ensure their safety while travelling
- so that parents can contact them outside of school hours.

Other circumstances:

- The Principal can approve exemptions from the policy in exceptional circumstances. Individual families who wish for their child to have access to their personal device during an off-site activity – such as for the purpose of personal contact between the child and their family at agreed times on a multi-night camp – can request consideration for a temporary exemption. A parental/ caregiver consent form must be signed and adhered to during this period.
- If the possession and use of a mobile phone or like device is required for a specific issue or matter of urgency by any student, or as part of the student's Negotiated Education Plan or Healthcare Plan, then this request must be made by a parent or carer to the Principal in writing. The Principal reserves the right to reject such a request. The student will be clearly identified in Daymap.
- Any inappropriate use of phones or like devices on the school bus will result in enactment of the School Behaviour Management procedures as required.
- Teachers may request the use of mobile phones for educational purposes within class time or on excursion by putting their request in writing to the principal outlining:
 - a. The need of for the mobile phone
 - b. The length of time and lesson for which the phone will be used
 - c. The way in which they will ensure staff know that students are allowed to use the phones – lanyard, being with them, notes etc
- If permission is granted, it is up to the teacher to then inform secondary staff by emailing them this information.
- This policy extends to all camps and excursions including Sports Day, SAPSASA and Knockout Sports.

Exceptions may be approved by Executive Leadership if, as part of the camp/excursion proposal and risk assessment, an appropriate case for usage is submitted by the lead teacher. The following should be added to letters home if going on an excursion and phones are not permitted;

“Students will not be permitted to use their mobile phones as per the school’s policy. I will have a mobile phone with me so communication can be made through the Front Office who will then contact me. If the arrival time back to KMS changes, you will be notified through a text message from the school. If urgent, the mobile number is XXXXXXXXXX”

Or if phones are permitted;

“Students do not require their phones for the trip/camps/excursion and if they do take them, they will do so at their own risk. Normal mobile phone school rules apply and phones should not be used on the trip, except in the case of contacting parents/carers were there a need. I will have a mobile phone with me so communication can be made through the Front Office who will then contact me. If the arrival time back to KMS changes, you will be notified through a text message from the school. If urgent, the mobile number is XXXXXXXXXX “

There are two mobile phones that can be borrowed from the library – please organise well before the event. The numbers for the phones are;

1. 0497375338
2. 0497372902

Student responsibility:

7-11 Outline

Whilst on school grounds no student from year 7-11 is permitted to use a mobile phone device from 8:30am until dismissal.

Year 12 Outline:

Year 12 students may access their phones in the year 12 common area at recess and lunch time only.

Parent/Carer responsibility:

Parents / Carers who need to contact their child during the school day are expected to do so by phoning the front office (8821 0100). Likewise, students are expected to use the front office to contact their parents if a need arises.

Staff responsibility:

Staff are expected to refrain from using mobile phones in class and on yard duty, unless required for school operations. Usage is to be limited to office spaces. However, it is reasonable that staff carry their phones as part of the protective practice, WHS and school/department processes.

Storage of personal devices

If a student requires the use of a mobile phone before or after school, and therefore possesses it at school, then it must be turned off and kept with the class teacher (R-7), in their bag or locker during the school day

(8-12), this is at the student's own risk. Students are not permitted to use a mobile phone device during any part of the school day whilst on school grounds.

If the student does not comply

1. The mobile phone is handed in. A text message is sent to inform the parent/carer and the student's name recorded on a OneDrive log sheet. The student can collect their phone once dismissed from the Year Level Manager at the Front Office.
2. For the second offence the mobile phone is handed in and the student receives a detention. A text message is sent to inform the parent/carer and the student's name recorded on a OneDrive log sheet. The student can collect their phone once dismissed from the Year Level Manager at the Front Office.
3. For the third offence the mobile phone is handed in and the student receives a detention. A text message is sent to inform the parent/carer and the student's name recorded on a OneDrive log sheet. The parent/carer is contacted to inform them that they are required to collect the device from the front office.

Refusal to hand over the phone/device will result in the parent/carer collecting their child (take home), with the school requesting that the phone is to no longer be at school for that term.

Internet connection for personal devices

Whilst student Windows Devices, Apple iPads and Apple MacBook's are able to be connected to the school wireless network, other Wi-Fi enabled equipment owned by students is prohibited and will not be connected.

Students must only use the school network to connect to the internet. Students found to be using a hotspot, Internet dongle, Internal sim card connection (or similar) to access the internet outside of the school's network, will be asked for their device and the same consequences will apply as if they had been using their phone.

Roles and responsibilities

Principal

Make sure:

- this policy is clearly communicated and accessible to all students, staff and families
- there is a process for regular review of the policy
- secure storage is provided for student personal devices that are handed in to school staff and individual lockers or locks that the school provides for students to store their belongings are appropriately secure
- processes are in place for monitoring internet and school network use by all members of the school community.

Enforce the school's policy and responses to instances of non-compliance.

Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.

Consider requests for exemptions from the school policy from parents, adult or independent students on a case-by-case basis. Make sure that approved exemptions are documented, and that relevant staff are informed about students' exemptions.

Model appropriate use of mobile phones and support families to understand the importance of promoting safe, responsible and respectful use of mobile phones to their children.

School staff

Deliver learning opportunities and maintain a safe and productive learning environment. Take steps to minimise distractions from the non-educational use of personal devices in the learning environment.

Respond to instances of non-compliance in line with the school's policy.

Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.

Make sure that any student personal devices handed in for their care are stored in a secure location and are returned to the student (or their parent).

Model appropriate use of mobile phones and support families to understand the importance of promoting safe, responsible and respectful use of mobile phones to their children.

Students

Comply with the requirements of the school's policy and follow all reasonable directions from the Principal and school staff.

If permitted to use a mobile phone or personal device in line with this policy, do so in a safe, responsible, and respectful way and support peers to do the same.

Communicate respectfully with others and do not use a mobile phone or other personal device to bully, harass or threaten another person.

Respect others' rights to privacy and do not take photos, film, or audio records of other people without their knowledge or permission.

Parents

Support the implementation of the school's policy, including the consequences for non-compliance with the policy.

Use the school's formal communication channels in all instances to communicate with the school (including where a student requires early collection from school). Encourage their child to always report to a school staff member in the first instance if they become unwell or experience an issue at school.

Recognise the important role they play in supporting their child to use their mobile phone (or other personal device) in a safe, responsible and respectful way.

Communication and review

This Policy was developed following:

- consultation with the school community in 2019 with information provided via school communications seeking input.

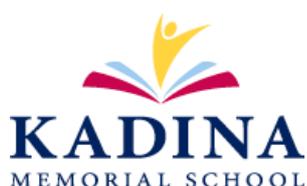
- A committee comprising of Governing Council representatives, student voice, teaching and non-teaching staff developed the initial guideline.
- The school community was advised prior to its implementation in 2020
- Subsequent changes are in line with Department for Education guidelines.
- The ***Secondary student use of mobile phones and personal devices*** is accessible on the school website: <https://www.kms.sa.edu.au/>

This policy will be reviewed as part of the school's three-year policy review cycle.

Supporting information

The following resources relate to mobile phones in schools, e-crime, online bullying, and cyber safety: school behaviour code, behaviour support policy

- KMS school anti-bullying policy
- KMS BYOD policy
- KMS ICT user agreements
- KMS Social Media Guidelines
- [Crime involving electronic evidence \(e-crime\)](#)
- [Cyberbullying](#)
- [Bullying Prevention Strategy \(PDF 5.5MB\)](#)
- [Cyber safety school resources](#)
- [Keeping safe: child protection curriculum](#)
- [eSafety Commissioner](#)
- [Australian Curriculum](#)



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